

ELEMENTS OF A FIELD PROCUREMENT PROGRAM

1. Get firm realistic workload statistics for the ensuing six to twelve month period.

2. Analyze Workload

a. Categorize by broad type of personnel required., e.g.,

<u>Broad Category</u>	<u>Sub-Categories</u>
(1) Clerical	(1) Clerk (2) Stenographer (3) Typist (4) Key-punch operator (5) Communications code clerk (6) File Clerk
(2) Junior Professional	(1) Domestic; scientific; research; area/language (2) Domestic; social science; research; area/lang. (3) Domestic; scientific; operations; area/lang. (4) Domestic; social science; operations; area/lang (5) Overseas; scientific; research; area/language (6) Overseas; social science; research; area/lang. (7) Overseas; scientific; operations; area/lang. (8) Overseas; social science; operations; area/lang
(3) Specialists	(1) Communications (2) Medical (3) Graphics (4) Other operational support
(4) Executive	Each such position would represent a sub-category in itself.

b. Determine the attrition rate for each category so that this figure may be added to the vacancy total.

3. Analyze recruitment potential

a. Determine the geographic areas where greatest percentage of the kind of candidates we wish will be found.

b. Determine the assistance existing in geographic areas which can be utilized by CIA; e.g., organized groups; consultants; institutions or industries.

4. Join Analyses of Workload and Recruitment Potential

a. Determine for each category of vacancies:

(1) Which categories can be best recruited through a field organization on a continuing basis, e.g., clerical, junior professional; and which categories can be best handled by roving recruitment teams working out of Washington headquarters, e.g., executives.

(2) Field and departmental staff requirements to discharge the workload.

(3) Clerical and correspondence support required in both field and departmental offices to facilitate efforts of the recruitment officers.

5. Define Authorities and Responsibilities

- a. Determine responsibilities of field staff vs. departmental
- b. Determine role of Agency operating officials and employees in the total program and how they can be most effectively utilized with the least dislocation of the other Agency activities.

6. Insure Proper Coordination

- a. Between departmental and field
- b. Between field personnel recruiters and other Agency Field activities.
- c. Between field personnel recruiters and departmental Agency officials travelling to the field.